

MOREHEAD STATE COLLEGE

Minutes of Faculty Meeting
January 16, 1962

The regular monthly meeting of the college faculty was held at 4:10 p.m. on January 16 in the Breckinridge Auditorium. Dean Lappin presided.

The following information and instructions were given by the chairman.

I. Filing of Grades

- A. Grades must be filed on January 25 for all classes except those meeting on Friday night and Saturday.
- B. Grades will be sent from the Registrar's Office. They should not be given out by teachers.
- C. Grade summary is to be turned in with final grade cards.

II. Registration for evening and Saturday classes

- A. Registration on January 27 from 8:00 to 12:00. Additional time may be used.
- B. Schedule for first sessions is as follows:

Friday night	-	February 2
Saturday morning	-	February 3
Monday night	-	February 5
Wednesday night	-	February 7

III. Registration and Orientation

- A. Orientation of new students - Wednesday, January 31.
- B. Registration of Freshmen - Thursday, February 1.
- C. Registration of upper classmen - February 2
 - 1. Not all faculty will be used for registration but all should be available if needed.
 - 2. Certain individuals within each division will be named to approve cards.
 - 3. One instructor in each division will serve as counselor on problems concerning teacher education.

IV. Registration Fees

At first class meeting each teacher is to check to see that fees have been paid or that arrangements have been made with the Business Office.

V. Probation of Students

Mimeographed sheet covering Policies Concerning Probation was distributed and explained. Emphasis was placed on necessity of repeating general education courses in which low grades were made.

VI. Accreditation of Graduate School

As a result of the reevaluation of our graduate school program made by a special committee, headed by Dean Lappin, the following criteria have been set up for admission to graduate school and for further study:

- A. Graduates of accredited four-year programs who have a quality-point standing of 2.6 or better in last two years of undergraduate work will be admitted.
- B. Those having 2.3 to 2.59 will be admitted conditionally.
- C. Those having 2.0 to 2.29 will have to meet all other requirements and have to make an average score of 400 on Graduate Record area and aptitude tests.
- D. The student pursuing graduate study must maintain a standing of 3.0 and must undergo further screening through interviews.

- VII. A memorandum was distributed by Mr. Billy Joe Hall, Director of Alumni Affairs, concerning the collection of data that would show where our graduates are teaching.

Adjournment at 4:50 P.M.

/s/ Alice Cox
Secretary

MINUTES OF MEETING
MOREHEAD STATE COLLEGE FACULTY
February 20, 1962

The regular faculty meeting was held in the Breckinridge Auditorium at 4:10 p.m. on February 20. Dean Lappin presided.

Announcements:

Mr. Huffman

Band Clinic Program includes (1) College band concert at Field House at 8 p.m. on Saturday, February 24; (2) Concert of students participating in band clinic at 3:45 on Sunday afternoon.

Dr. Stewart

The College is allowed one KEA delegate and one alternate for every 50 members. Since there are 126 members at Morehead, we are entitled to an additional delegate and an additional alternate. Dr. Crayton Jackson was elected delegate and Mr. Sam Denney, alternate.

Dean Lappin

Be sure to identify section numbers in reports referring to classes. Report sections separately--and in numerical order.

Students who are absent three times should be reported to Dean Lappin's office unless the student is away for some known reason.

Students to be off campus for some reason should be reported two weeks in advance unless there is an emergency. If a list is turned in late, state reason.

Students who will normally not be excused to make trips are:

- (1) Those doing student teaching.
- (2) Those who are on probation and will miss classes in which they have low grades.

Dr. Wyatt, University of Tennessee, National Council of Accreditation representative, will be on campus on February 26-27.

The Class Enrollment forms should be turned in.

Dr. Doran

Use of any room in the Classroom Building should be scheduled through Dean Lappin's office.

Congressional hearing on Adult Education will be held in the Little Theater in the Classroom Building on February 23 between the hours of 9 and 4.

Dr. Doran (continued)

The Faculty Organization Committee should meet soon. Dr. Heaslip was asked to fill the vacancy created by the death of Mr. Ross Anderson. Other members of the committee are: Mr. Laughlin, Miss Wilkes, Mr. Stewart and Mr. Tom Young, chairman.

There will be a vacation for the entire college between April 1 and 8.

Dr. Doran discussed the responsibility of the faculty to abide by the regulations which they have adopted.

He pointed out that

- (1) Absences have not always been reported.
- (2) No trip will be approved for the rest of the year unless names are reported well in advance.
- (3) Payment of fees was not checked carefully.
- (4) All students were not required to repeat general education courses in which they had D's or E's.

Adjournment at 5 p.m.

/s/ Alice Cox
Secretary

MINUTES OF MEETING
MOREHEAD STATE COLLEGE FACULTY
May 15, 1962

Dean Lappin presided at a regular faculty meeting at 4:10 p.m., May 15, in the Breckinridge Auditorium.

Announcements:

Mrs. Conley: Asked that all books be returned to library by May 28. Faculty urged to assist in getting students to return books.

Mr. Wilson: Announced Annual Academic Honors Day--May 20. Dr. A. D. Kirwan, Dean of Graduate School of the University of Kentucky will be guest speaker. Faculty asked to see that recipients of various awards be present.

Dean Lappin: Asked that Grade Summary Reports be submitted in duplicate at end of semester.

Called meeting of Heads of Divisions, Head of Teacher Education, program advisors (to be appointed by the Division Heads), Dr. Williamson, and Mr. Gartin for 4:10, May 22, in Room 215, Administration Building.

Explained "little slip of paper with numbers on it," which was distributed recently. The first number represented the average quality-point standing of the particular class. The second figure represented the quality-point standing for the same group of students as recorded by all of their teachers for the first semester. The third figure--the difference--should be studied carefully if it is more than .20.

Mr. Fair: Presented the list of graduating seniors and moved that they be granted degrees if they complete their programs satisfactorily. The motion was seconded and passed by unanimous vote.

Dr. Tant: Presented PROPOSAL RELATIVE TO THE RETIRED FACULTY MEMBER. After some discussion, the proposals were accepted by the faculty. Dr. Doran agreed to follow Proposal No. 1, which suggested that he recommend to the Board of Regents that they adopt the Emeritus title for retired faculty members.

Recommended that a committee from faculty be appointed to take care of any planning that is needed.

Mr. Olsen: Representative of Washington National Insurance Company--the company that handles KEA insurance plan--explained insurance program.

Dr. Doran: Announced changes that will take place in the faculty at the close of the spring and summer semester:

Retiring: Mr. Apel, Mr. Banks, Mr. Overstreet, and Miss Wilkes.

Resigning: Miss Kauffman, Dr. Chad Stewart, Mr. Spears,
Dr. Cross, Dr. Henrickson, Dr. Carey, Mrs. Snedegar, Dr. Jackson,
Mrs. Jackson.

Sabbatical: Mr. Marzan and Mrs. Severy

Returning: Mr. Nelson, Mr. Kelley, Mrs. Lesueur, and Mr.
Fulbright.

Mr. Svec will take charge of the marching band and Mr. Stetler
will direct the concert band during the absence of Mr. Marzan.

Mr. Bach will be the new director of the Training School.

Mrs. Whitaker, formerly director of the Training School, will
be the new director of the Testing Bureau.

Dr. Patton will devote entire time to teaching.

Mr. Roy Kidd, from Madison Model High and coach of the year,
will be assistant football coach.

Dr. Doran discussed the budget for the 1962-63 school year and explained the
reason for delay in issuing contracts. Contracts will be issued soon after
the Board of Regents meets on May 31.

He said that the College asked for a budget based on a 15% increase in enroll-
ment. He was told to lower estimate to 10% increase. Final figures were based
on 81% of 10% asked for.

The meeting was adjourned at 5 p.m.

/s/ Alice Cox
Secretary

MINUTES OF MEETING
MOREHEAD STATE COLLEGE FACULTY

July 23, 1962

Dean Lappin presided at a regular faculty meeting at 4:10 p.m., July 23, in the Breckinridge Auditorium.

Announcements:

Mr. Wicker: Distributed schedules of classes for the Post Summer Session.

Mr. Fair: Submitted the names of candidates for degrees and moved that degrees be granted if all work is completed satisfactorily. Motion, seconded by Mr. Fincel, was passed unanimously. (Donald Blair will receive a B.S. degree instead of an A.B.)

Dean Lappin: Be more specific in reporting extra work done by graduate students in "G" courses. Student might write a half-page summary of report or give list of special readings. Report is to be signed by instructor.

Curriculum Committee will meet at 3:30 on July 30 in Room 215 of the Administration Building.

Coordinating Council meeting at 1:00 p.m. on August 1.

Registration for night and Saturday classes is to be from 8:00 to 12:00 on September 8. Those teaching classes are to be present and should have a mimeographed assignment sheet for first class meeting.

Grade and Absence Summaries are to be filed.

Dr. Doran: Expressed appreciation for work of visiting summer school faculty.

Extended invitation to reception from 4:00 to 5:00 on August 2.

Announced luncheon meeting for faculty at noon on September 7.

Expressed his concern for the work of the advisors during the coming year and said that

- 43 freshmen would be dropped
- 28 freshmen would be given another semester
- 20 sophomores would be dropped
- 23 sophomores would be given another semester
- 4 juniors would be dropped
- 3 juniors would be given another semester
- 7 seniors would be dropped
- 1 senior would be given another semester

Dr. Doran (continued)

Announced that the College has been given three years in which to show that it is worthy of accreditation.

Announced that he expected the faculty to attend faculty meetings and chapel.

Read anonymous letter which said Morehead was too hard.
Asked Division Heads to look at their programs with their staffs.

Dr. Sharpe: Told of the meeting in Frankfort on May 21 in which the tax-sheltered annuities program was discussed. The Committee adopted the following recommendations which will be presented to the Council on Public Higher Education:

1. The committee recommends that the tax-sheltered annuities for teachers at the state institutions of higher learning be held for further study.
2. The present voluntary contribution program under the present Teachers' Retirement Program is a better program than the proposed tax-sheltered annuity program.
3. It is suggested the University of Kentucky explore the proposed changes in the Teachers' Retirement System and relate the improved benefits with the University's system.

Classes will be dismissed after 1:10 on July 25 for Mr. Apel's funeral.

The meeting was adjourned at 4:55 p.m.

/s/ Alice Cox
Secretary

MINUTES OF MEETING
MOREHEAD STATE COLLEGE FACULTY
October 16, 1962

The regular monthly meeting of the College faculty was held at 4 p.m. on October 16 in the Breckinridge auditorium. Dean Warren Lappin presided.

Announcements:

Dr. Duncan

Outlined the Northeastern Celebrity Series program for the year and urged each faculty member to advertise programs and to encourage students to attend the performances.

Season tickets are \$5 per person; \$15 for family of four; \$2.50 for Breckinridge students. College students are admitted on activity tickets.

Miss Chapman

Asked support of the 7¢ levy on the assessed value of property for the support of the Rowan County Library. The levy will be voted on in the November 6 election.

Dr. Grote

Announced the supper meeting of AAUP at 5:45 on Tuesday, October 23, in the cafeteria with a brief business meeting following in the Faculty Lounge. Officers will be elected.

Dr. Doran

Explained that the United Mine Workers are turning the Miners Memorial Hospitals over to the communities where they are located, but there will be no change in direction, policies, procedures, and personnel of the hospitals.

Announced that he has information available for those interested in the plan set up by the American Central Life and Disability Insurance Company for payroll deductions.

Convocation dates for the next two weeks have been changed to October 23 to hear Senator Thruston Morton and October 30 to hear Mr. Wilson Wyatt. The convocations sponsored by the Open Forum Club, will be held in the Field House.

Tuesday classes which meet at ten o'clock will meet on Thursday at the same hour.

Join KFA and NEA before delegate assemblies meet.

Dean Lappin

Include middle initial when turning in class rolls.

Check class rolls carefully to be sure students are in classes to which they were assigned.

Dean Lappin (continued)

New staff members should (1) complete questionnaires giving personal information and (2) file transcripts. All of those who completed work during the summer should have records brought up to date in the Registrar's office.

Four-week grades may be ready for distribution on October 25.

College has dropped plans for a 6-year program, but retains 4- and 5-year programs for training elementary and secondary people. The 5-year program also leads to certification of supervisors, principals, and guidance counselors. Following completion of master's work, students may return to earn additional hours that will qualify them for Rank I.

Mr. Wicker threw the meeting open for the election of KEA and EKEA delegates. The following were elected: KEA--Dr. Lawrence Stewart, Mrs. Cooper and Dr. Norfleet; IKEA--Dr. Grote, Mrs. Conley, and Mr. Needham.

Following the election of delegates, Mr. Wicker suggested that the KEA delegates serve as alternates for EKEA delegates and that EKEA delegates serve as alternates for KEA delegates. There was no opposition to this recommendation.

Dr. Grote, chairman of a committee which was to nominate the faculty nominating committee whose members must be associate professors with tenure, representing the seven academic division, recommended the following: Miss Bolin, Mr. Laughlin, Mrs. Graves, Mr. Huffman, Mr. Albert Stewart, Dr. Heaslip, and Dr. Mangrum. Those nominated were elected.

Dr. Doran appealed to those elected to the faculty committees to assume the responsibility for which they are elected.

Mr. Wicker reported that the Mary Lathram Scholarship Fund is short of funds and that contributions will be taken at a later date.

Adjournment at 5 p.m.

/s/ Alice Cox, Secretary

MINUTES OF MEETING
MOREHEAD STATE COLLEGE FACULTY
December 18, 1962

The regular monthly meeting of the Morehead State College faculty was held at 4:10 p.m. on December 18 in the Breckinridge Auditorium. Dean Lappin presided.

Dean Lappin called attention to the following:

Wednesday night classes will meet on December 19.

Check mimeographed schedule for information about the first class meeting of Saturday and evening classes.

Classes should meet at regularly scheduled periods and for the entire period. If changes are necessary, make change through Division Head and through Dean of the College.

Students may not repeat course in which they have a "C" grade to raise their standing. Only "D" and "E" courses may be repeated.

Copies of "Proposed Clarification of Statements in Faculty Handbook" were distributed and changes discussed. Additional explanation was made concerning the following:

(1) Leaves of Absence:

Sabbatical leave does not accumulate, and it is not automatic. The "leave" must be mutually agreeable.

(2) Sick Leaves:

Sick leave includes absence because of sickness or death in immediate family. Division Heads are to report absences.

If instructor misses one half day, he is counted absent for whole day.

(3) Rank of Faculty:

The rank of faculty is determined in the following way: The Committee on Faculty Organization meets every year to consider rank. The members of the faculty or heads of divisions have the right to call their cases to the attention of the committee. The Committee makes recommendations to the President and to the Dean of the College and they in turn make recommendations to the Board of Regents. All recommendations may not be approved.

Meeting adjourned at 4:40 P.M.

/s/ Alice Cox
Secretary

PROPOSED CLARIFICATION OF STATEMENTS IN
FACULTY HANDBOOK
December 18, 1962

Leaves of Absence

- Present 7. The College will budget annually \$7,500 for the purpose of providing sabbatical leaves.
- Change The College will budget annually the amount necessary to provide for sabbatical leaves.

Tenure

- Present The Board of Regents has established a policy of giving permanent tenure to professors and associate professors after they have been employed by the College for a period of three consecutive years. A faculty member, having been granted tenure, may be removed only for immorality, incompetence, or neglect of or failure to perform his duty as provided for in KRS 164.360, Section 3. His right to notification of such charges and a subsequent hearing ~~before the Board of Regents is fully safeguarded under this statutory provision.~~

- Change The Board of Regents has established a policy of giving permanent tenure to members of the faculty after they have been employed by the College for a period of three consecutive years with the rank of associate professor and/or professor. A faculty member, having been granted tenure, may be removed only for immorality, incompetence, or neglect of or failure to perform his duty as provided for in KRS 164.360, Section 3. His right to notification of such charges and a subsequent hearing before the Board of Regents is fully safeguarded under this statutory provision.

Sick Leaves

- Present Morehead State College follows the practice of paying the regular salary of a member of the teaching staff who is unable to perform his duties because of illness for a period of one month during any calendar year. An additional week of sick leave will be granted for every year of service with the College up to a total of three months.* In the event that the illness does not lead to the employment of a substitute teacher, the regular salary will be paid regardless of the length of the disability, or until the time of the employment of a substitute.

*It is understood that any part of the accumulated sick leave that may be used during a given year cannot be used a second time.

Change

Morehead State College follows the practice of paying the regular salary of a member of the teaching staff who is unable to perform his duties because of illness for a period of one month during any calendar year. An additional week of sick leave will be granted for every year of service with the College up to a total of three months.*

*It is understood that any part of the accumulated sick leave that may be used during a given year cannot be used a second time.
